Microsoft Teams Tutorial

Teams is a similar application to skype whereby you can communicate with people using video and audio conferencing (vc/ac). You can also share your screen to young people so they can see PowerPoints etc. These video conferences can also be recorded and then shared onto an intranet site for those who have missed it. (Note: You must inform all participants that the vc/ac is being recorded).

Members can join on computers or through phones. They do not need an account to join they can simply type in their name and join. With younger members it is recommended parents are sitting in. The presenter or leader can control who joins. They join through a link which you can generate and then send out through any medium, for example, OSM.

Safeguarding

Please remember that safeguarding and yellow card rules apply online, as well as offline.

Therefore, you MUST NOT be one-to-one with a young person (for example by allowing there to be just you and a young person in a video or audio chat). Do not admit young people to meetings, until you have admitted another leader.

You MUST NOT chat privately to young people. If you get a direct message, post the reply in the group channel, or, if it is sensitive, use email copying in their parent/carer.

If you receive a direct message disclosing a safeguarding issue, you should immediately inform your line manager for further advice.

When meeting online, or using Teams, ensure you agree a code of conduct and ensure that any challenging behaviour is dealt with appropriately.
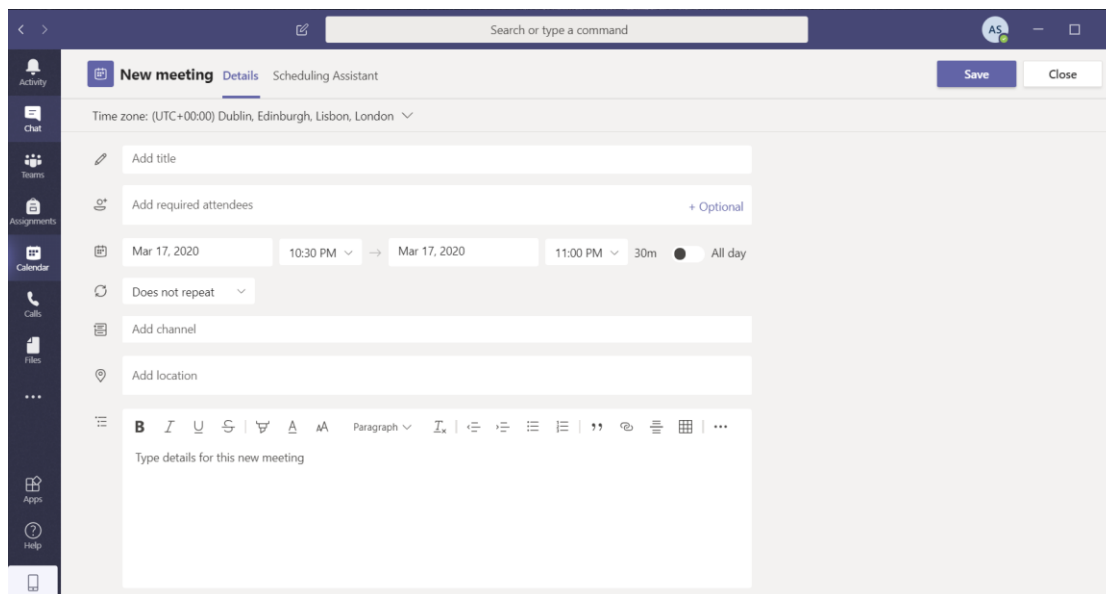
If in doubt seek advice from your line manager, or District Commissioner.

Setting up a meeting (application version):

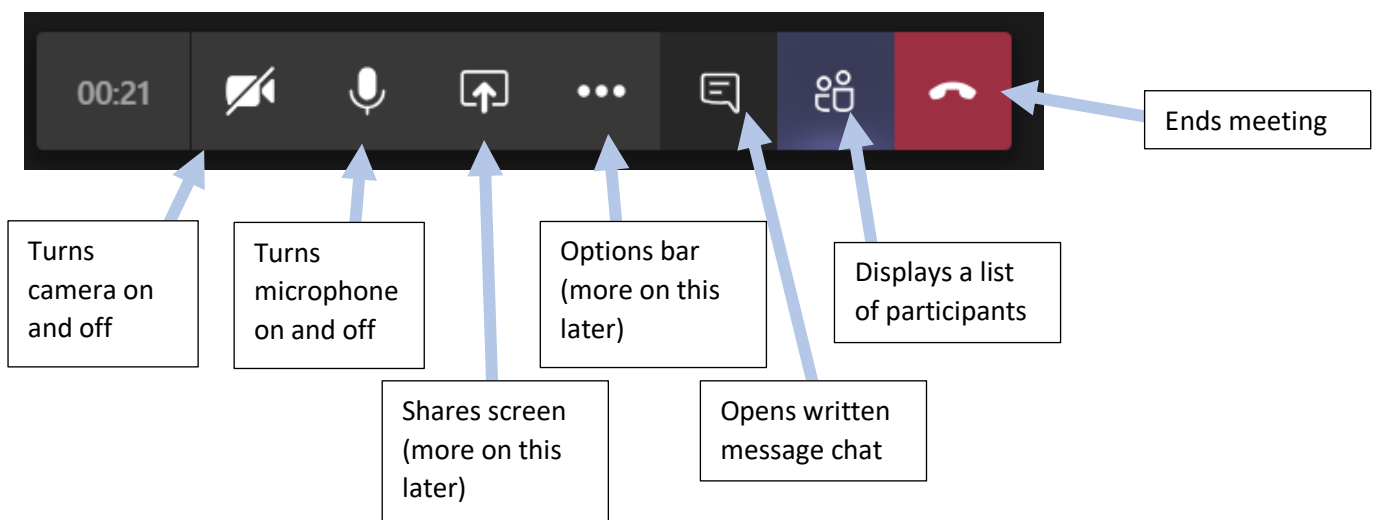Login to teams on the desktop application and click on the calendar tab
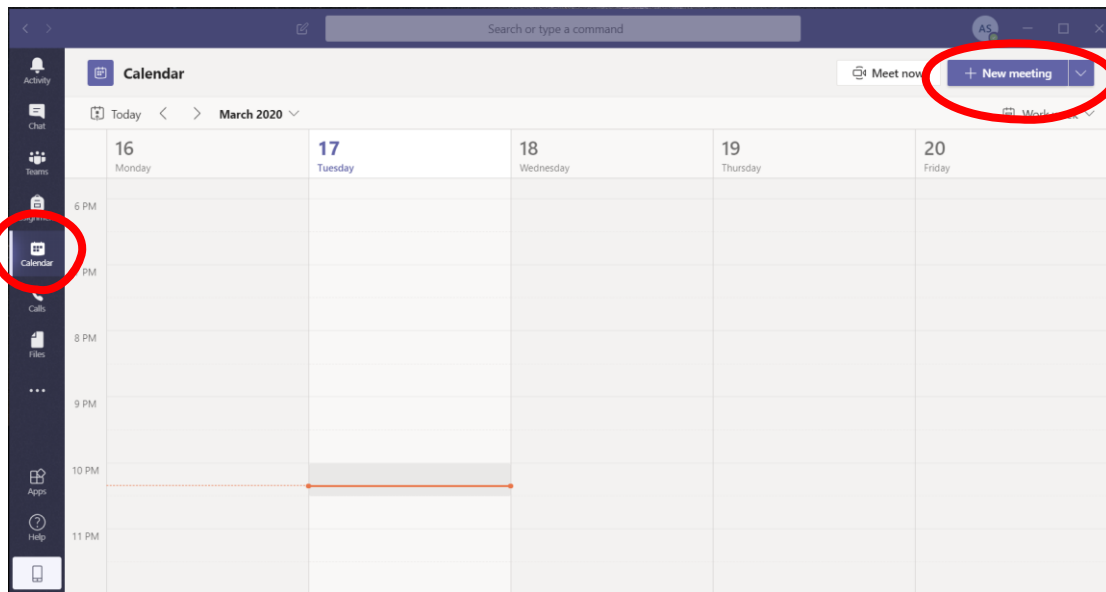
You can add your meeting information as below.

You can also click the meet now button to start the meeting.

Once the meeting has started you have the following options available to you:

Ends meeting

Turns camera on and off

Turns microphone on and off

Options bar (more on this later)

Displays a list of participants

Shares screen (more on this later)

Opens written message chat

Inviting People:

Click on the participants list

Make sure you have at least two leaders connected before you let any YP connect for obvious safeguarding reasons.
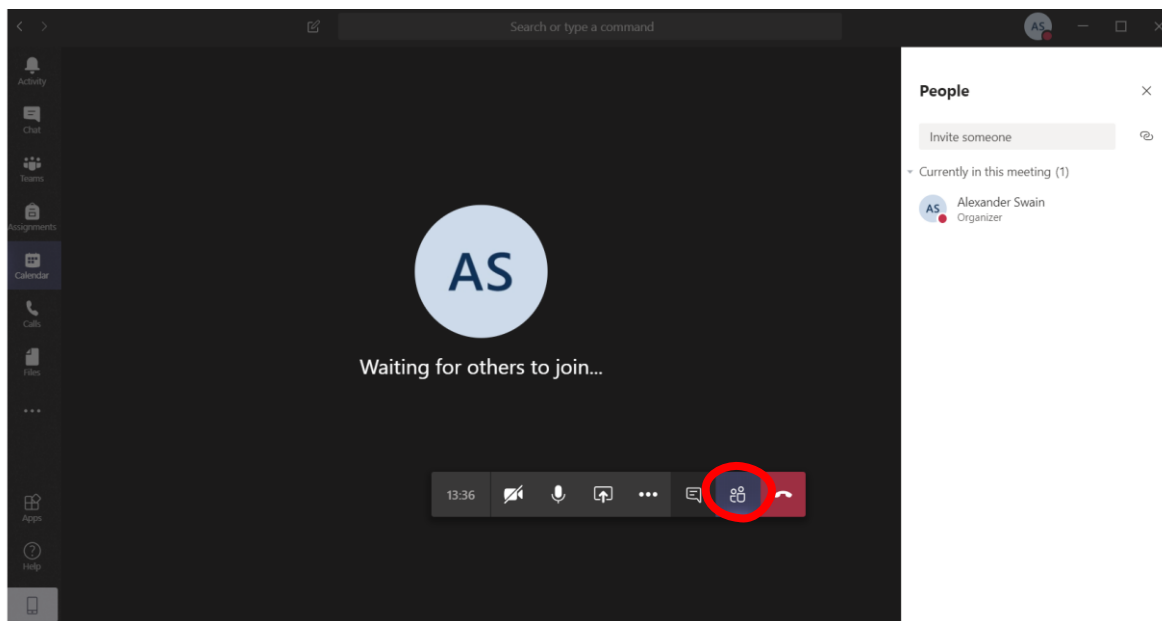
The people tab should come up. On the people tab by the invite someone search bar there is a copy link button (circled above). Alternatively schedule a meeting as above. (NOTE: Do not add people into the required attendees tab as this will share their email with everyone).

If you use OSM you can put your section specific email address in, and it will send it to them without them seeing anyone else's email.

Background Blurring:

When on a VC it is possible to show your video with the background blurred using the following steps:
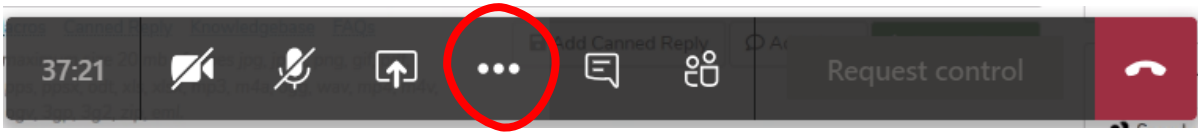
Click on the 3 dots on the manager bar. (If you cannot see this move the mouse around the screen)
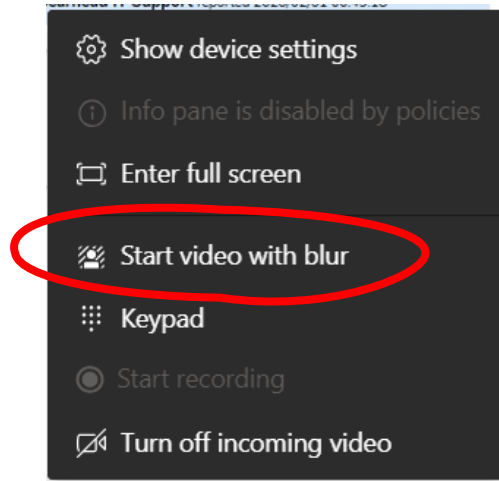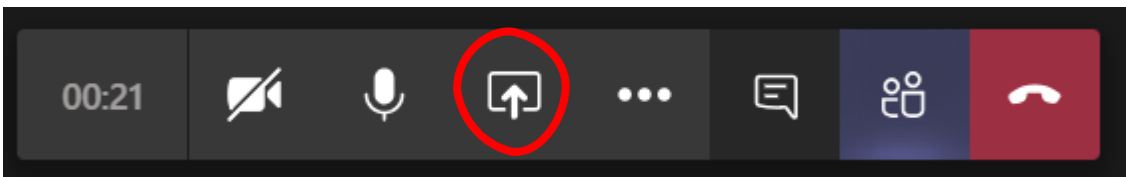

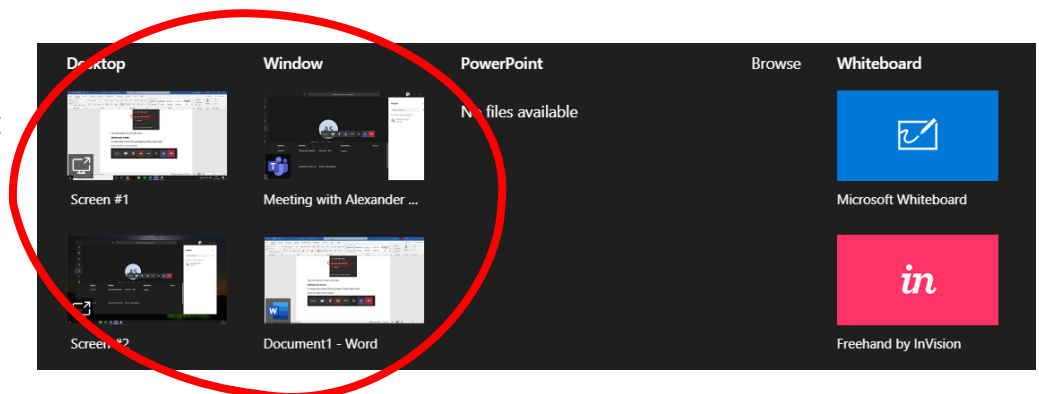Click the button to start with a blur.

Sharing your screen:

To share your screen with participants, follow these steps:

Press the share screen button

You can share the whole desktop or just a specific window. I would recommend that you only share windows to protect your own personal privacy

Recording your stream:

There is a function to record your stream so that those who have missed the meeting can view it again later. To do this click on the options bar. Make sure you let those in the stream know that you are recording the stream before you start recording.
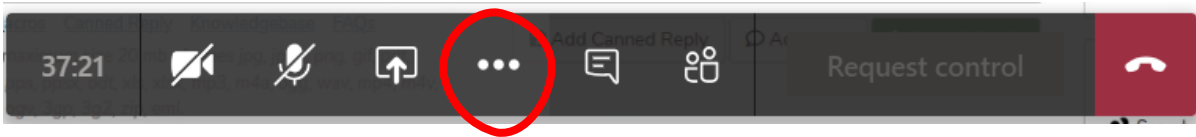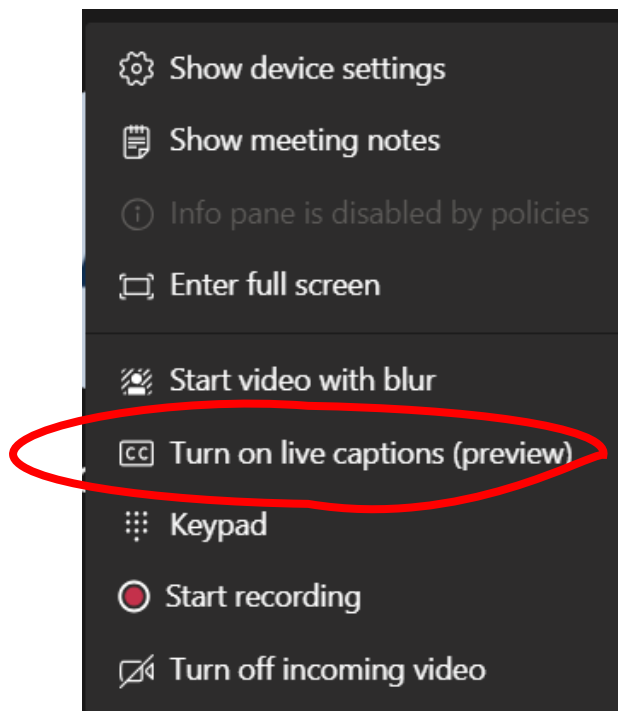

Then click start recording. These recordings can be saved for later and using the streams app you can replay these. (NOTE: You should inform all users that the call is being recorded)
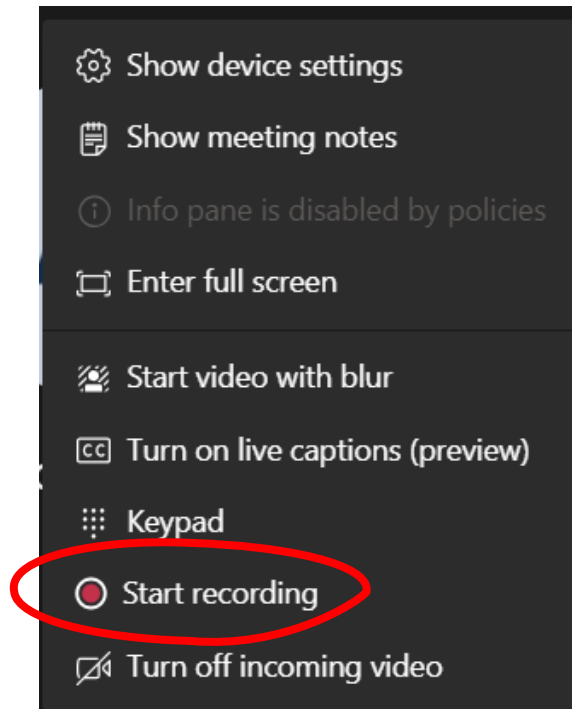
Turning on captions:

Some users may also be able to turn on captions using the options menu and then the turn on live captions button.


Dialling In Function:

It is possible for members to dial in through their phones. Each organiser of a meeting would need one of these licences but it allows you to dial in and dial out of meetings.

If you would like to do this, please speak to the District Commissioner.

Device Settings:

To change your local settings on your device e.g. Camera or Microphone settings, click on the 3 options dots and then device settings.
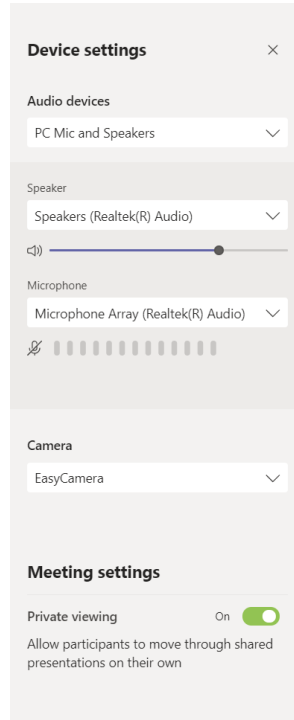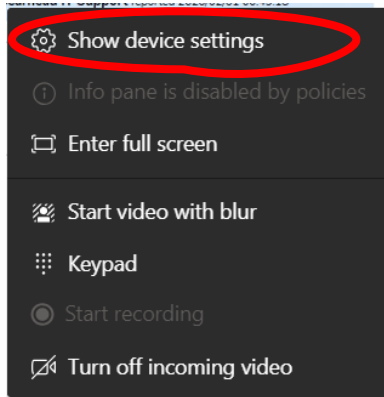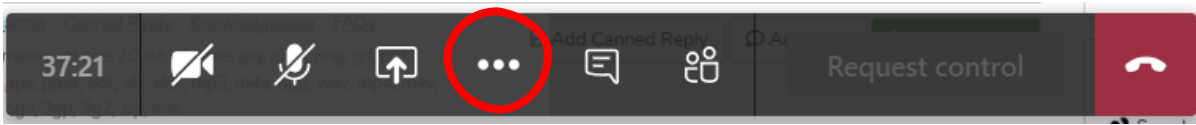
Channels:

Within a team you can create specific channels, for example, you can have a group as a whole (e.g. 12ᵗʰ Anytown) and then have specific channels for each section with the relevant people in such as 12ᵗʰ Anytown Scouts, 12ᵗʰ Anytown Cubs etc.

Links in Groups:

You can add links within your groups to specific pages such as www.scouts.org.uk . However, when you add this link ensure that this is secure e.g. must start with https://